



Name of Procuring Entity: IFDEO, Lagawe	Request for Quotation (P.R. No.) : PR2024-05-031
Revised on :	Date Prepared : May 30, 2024
	Office/End-User : DPWH-IFDEO
Standard Form/Title : Request for Quotation for Supply and delivery of Non-Common and Common Office Supplies for use of this Office for the 2nd Quarter of 2024, DPWH-Ifugao First DEO, Lagawe, Ifugao	
COMPANY NAME :	
ADDRESS :	
TEL. NO./FAX No. :	
TIN :	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of **JUN 03 2024** in the return envelope attached herewith, to the BAC Office, Ifugao First District Engineering Office, Lagawe, Ifugao.

TERMS and CONDITIONS :

- 1. All entries must be typewritten or legibly written.***
- 2. Delivery period within 15 Calendar Days upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.***
- 3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.***
- 4. Price validity shall be for a period of sixty (60) calendar days.***
- 5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.***
- 6. Bidders may submit quotations, brochures and other requirements through electronic means. The Financial Bid shall be password protected to ensure confidentiality.***
- 7. Please indicate the brand for each items being offered.***
- 8. Please specify brand name otherwise, bids will not be accepted***
- 9. The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification***
- 10. The approved budget ceiling for this procurement is Php. 447, 548.00***

MICHAEL F. MARTIN

Chief, Construction Section
BAC Chairperson

X JNT M JMCP
JDV MAT

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Staple Wire No. 35, 26/6, Standard	30	box		
2	Correction Tape, 5mmx8m	30	pcs		
3	Marker, Whiteboard, black, broad	5	pcs		
4	Marker, Permanent, black, broad	5	pcs		
5	Ballpen, ordinary, black, 0.5mm	7	box		
6	Ballpen, ordinary, blue, 0.5mm	7	box		
7	Signpen, black, 0.4mm	10	box		
8	Signpen refill, black, 0.5mm	10	box		
9	Battery, dry cell, AAA, 4's	5	pack		
10	Tape, transparent, 48mm	5	roll		
11	Tape, double sided, foam type 1"	10	roll		
12	Tape, double sided, foam type 3/4"	10	roll		
13	Tape, double sided, half inch	10	roll		
14	Tape double sided, 24mm	10	roll		
15	Paper, Parchment, 80gsm A4 size, 250's	3	pack		
16	Glossy Vinyl Sticker paper	20	pack		
17	Record Book, 300 pages, size 214mmx278mm min	10	book		
18	Gestetner Toner, 390g	5	unit		
19	Battery, dry cell, AA, 4's	5	pack		
20	Clip, backfold, 19mm	5	box		
21	Clip, backfold, 25mm	5	box		
22	Clip, backfold, 32mm	5	box		
23	Paper clip, vinyl/plastic coated, 33mm	5	box		
24	Highlighter Marker	3	box		
25	Stickey note 1.5inx1.5in(4in1)	5	pack		
26	Notepad, stick on 3x3", 100 sheets per pad	5	pad		
27	Stapler with staplewire remover	5	pcs		

28	Puncher ✓	5	unit		
29	Paper Fastener ✓	5	box		
30	Glue, all purpose, 130g ✓	3	pcs		
31	Engineers Field Book ✓	10	book		
32	Color pencil ✓	5	box		
33	Scientific Calculator ✓	5	unit		
34	Tape measure, 30 meters ✓	2	unit		
35	Tape measure, 7.5 meters ✓	3	unit		
36	Measuring wheel 12 inches ✓	2	unit		
37	Packaging Tape, 48mm ✓	5	roll		
38	Sticky notes film index "sign here" ✓	5	set		
39	Notepad, stick on, 50mmx76mm(2"x3") min ✓	6	pad		
40	Folder, white, A4 size documents, 14pts.100's ✓	3	box		
41	Folder, white, legal size documents, 14pts.100's ✓	3	box		
42	Whiteboard, 4x4' ✓	1	unit		
43	Photopaper A4 (rough/satin) ✓	1	pack		
44	Data file box, single ✓	30	pcs		
45	Plastic clearbook refill, documents paper folder organizer, 10's ✓	50	pcs		
46	Paper cutter board 15x18 ✓	1	pcs		
47	PVC Card sheet A4 ✓	5	ream		
48	Laminating Film A4 ✓	2	ream		
49	Vellum board A4, 500's ✓	2	ream		
50	Sticker paper A4 ✓	5	pack		
51	Clip backfold, 50mm ✓	4	box		
52	DVD Rewritable, 4.7 GB capacity min ✓	50	pcs		
53	Metal File Organizer 4 columns plastic ✓	5	pcs		
54	Electric fan, stand type ✓	3	pcs		
55	Philippine National Flag ✓	5	pcs		
56	Tissue, Interfolded Paper Towel ✓	10	pcs		
57	Detergent powder 500grams ✓	10	pcs		
58	Bathsoap with antibacterial, Large ✓	10	pcs		
59	Bathroom deodorizer 100g holder (assorted flavor) ✓	20	pcs		
60	Bathroom deodorizer 100g refill (assorted flavor) ✓	20	pcs		
61	Bleaching liquid fresh scent (1ltr) ✓	10	pcs		
62	Dishwashing anti-bacterial paste lemon scent/kalamansi scent 200g ✓	10	pcs		
63	Glass cleaner, 500ml ✓	10	pcs		
64	Tornado mop, large ✓	10	set		
65	Spin mop refill ✓	10	pcs		
66	Toilet bowl brush with stand ✓	10	pcs		
67	Cleaning spray bottles container 500ml ✓	10	pcs		
68	Handgloves water proof ✓	8	pair		
69	Diswashing scrub ✓	10	pcs		
70	Door mat cloth ✓	10	pcs		
71	Grabage bag, 37"x40', 100's ✓	5	pack		
72	Zonrox, 1 gallon ✓	10	pcs		
73	Flower pot, XXL ✓	30	pcs		
74	Cleaner, toilet and urinal, 900 ml ✓	10	pcs		
75	Genuine Ink 008-black ✓	25	bottle		
76	Genuine Ink 008-cyan ✓	25	bottle		
77	Genuine Ink 008- magenta ✓	25	bottle		
78	Genuine Ink 008-yellow ✓	25	bottle		
79	Genuine Ink 001-black ✓	15	bottle		
80	Genuine Ink 001-cyan ✓	15	bottle		
81	Genuine Ink 001-magenta ✓	15	bottle		
82	Genuine Ink 001-yellow ✓	15	bottle		
83	Genuine Ink 003-black ✓	15	bottle		
84	Genuine Ink 003-cyan ✓	15	bottle		

85	Genuine Ink 003-magenta ✓	15	bottle		
86	Genuine Ink 003-yellow ✓	15	bottle		
87	Genuine HP-Black GT53 ✓	5	bottle		
88	Genuine HP-Yellow GT52 ✓	5	bottle		
89	Genuine BT-D60BK ✓	15	bottle		
90	Genuine BT-5000 Cyan ✓	15	bottle		
91	Genuine BT-5000 Magenta ✓	15	bottle		
92	Genuine BT-5000 Yellow ✓	15	bottle		
93	Genuine Canon PIXMA CL-810 Black ✓	3	pc		
94	Genuine Canon PIXMA CL-811 Colored ✓	3	pc		
95	Genuine Canon PIXMA 790 Black ✓	15	pc		
96	Genuine Canon PIXMA 790 Cyan ✓	15	pc		
97	Genuine Canon PIXMA 790 Magenta ✓	15	pc		
98	Genuine Canon PIXMA 790 Yellow ✓	15	pc		
99	Genuine NPG-59 Toner Black ✓	5	pc		
100	Gestetner Hot Roller DIA30 ✓	2	pc		
101	Gestetner Thermistor Fusing H1/H2 ✓	2	pc		
102	Gestetner Stripper Pawis ✓	2	pc		
				Amount in Figure:	
Please specify TOTAL amount in words.					
Brand and Model : _____ Warranty : _____					
Delivery Period : _____ Price Validity : _____					
<i>After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.</i>					
Tel. No. _____		Telefax: _____		Printed Name / Signature / Date _____	
Tel. No. / Cellphone No. / E-mail Address _____					

Website: www.dpwh.gov.ph
Email: dpwh_ifugao@yahoo.com

